## **Seven Oaks Apartments**

## **Property Information**



**OFFICE ADDRESS** 600 Sharon Park Drive, Menlo Park CA 94025

**CONTACT INFO** Office: (650)854-2651

**OFFICE HOURS** Monday – Friday, 9:00 a.m. – 5:00 p.m. Saturday by appointment only.

| MAINTENANCE & REPAIRS  EMERGENCY MAINTENANCE LAUNDRY | <ul> <li>Please report any maintenance issues by emailing property management staff at <a href="Toaks@cjcinvestment.com">Toaks@cjcinvestment.com</a> or by calling 650-854-2651 during business hours.</li> <li>For missing or broken furniture, email <a href="mailto:offcampushousing@stanford.edu">offcampushousing@stanford.edu</a>.</li> <li>Emergency maintenance issues (fire, flood, hazardous materials, etc.) should be reported immediately and at any time by calling (650)854-2651.</li> <li>The Seven Oaks laundry facilities are coin or app-operated and located on the 2nd and 3rd floors of each building.</li> </ul> |
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| LOCKOUTS   | <ul> <li>Contact your onsite property manager at (650)854-2651 from 9:00 a.m. to 5:00 p.m.         Monday through Friday. The manager can also be contacted on Saturday from 10am-4pm, and Sunday from 12pm-4pm. If you are locked out after office hours and before 7:00 p.m., contact the Off-Campus Housing Service Center at (650) 721-1170 or visit the HSC at 735 Campus Drive. For lockout assistance any other time, call Stanford's R&amp;DE CARE Team at (650) 725-1602.</li> </ul>   |
| MAIL & PACKAGES                                      | <ul> <li>Use your correct mailing address, your assigned mailbox and follow Seven Oaks         Apartments instructions for packages.     </li> </ul>  |
| PARKING PERMITS                                      | <ul> <li>Parking garage remote is available at check-in. Apartment will also open garage door—there is a \$75 replacement fee if clicker is not returned at check-out time.</li> <li>There may be only one assigned parking space per unit. Roommates will need to coordinate parking.</li> <li>There is additional street parking but most streets around the complex have restricted parking from 2:00 a.m. – 6:00 a.m.</li> </ul>  |
| QUIET HOURS  | • Everyday from 10:00 p.m. – 8:00 a.m.  |
| COMMUNITY<br>RESOURCES                               | <ul> <li>Visit the Seven Oaks Apartments website for additional information about the property and<br/>other local resources <a href="https://www.7oaksapts.com">www.7oaksapts.com</a></li> </ul>   |
| SUBLICENSING & PETS                                  | <ul> <li>Sublicensing is not permitted in Off-Campus Subsidized Student Housing.</li> <li>Pets are not permitted in Student Housing. Even if the property allows pets, your contract is with Student Housing, and pets are not allowed in your unit.</li> </ul>   |
| RENTER'S INSURANCE                                   | If your family homeowner's insurance plan does not cover your personal property from loss, damage, or theft, consider buying renter's insurance. Stanford University does not carry insurance covering personal property, is not liable for, nor does it assume, any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables, or other personal property. Two widely accepted companies that provide competitive personal property insurance coverage for students are National Student Services (www.nssi.com) and College Student Insurance (www.collegestudentinsurance.com).                       |
| CABLE & INTERNET                                     | <ul> <li>Cable service is not provided. If interested in cable service, you can set up your own account with a service provider.</li> <li>For internet issues, contact the OCH Operations Team at <a href="mailto:offcampushousing@stanford.edu">offcampushousing@stanford.edu</a>.</li> </ul>  |

This information sheet is prepared for Stanford students residing in Stanford University-subsidized off-campus housing only. Content of this document is subject to change without notice. For questions, email <a href="mailto:ochservicecenter@stanford.edu">ochservicecenter@stanford.edu</a>.

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